



Goddard Procedures and Guidelines

DIRECTIVE NO. GPG 5900.1
EFFECTIVE DATE: _____
EXPIRATION DATE: _____

APPROVED BY Signature: _____
NAME: A. V. Diaz
TITLE: Director

Responsible Office: 300/Office of Systems Safety and Mission Assurance

Title: CONTROL OF CUSTOMER-SUPPLIED PRODUCT

Preface

P1. PURPOSE

This procedure establishes the process for ensuring that Customer-Supplied Products delivered to the Goddard Space Flight Center are properly identified, verified, inspected, processed, handled and stored.

P2. APPLICABILITY

This procedure applies to all organizational elements of the Goddard Space Flight Center and to those products that are received from a customer.

P3. AUTHORITY

GPD 1270.3, GSFC Quality Manual

P4. REFERENCES

- a. GPG 4520.2, Incoming Inspection and Test
- b. GPG 5310.4, Identification and Traceability of Products
- c. GPG 5330.3, Inspection and Test Status
- d. GPG 5340.2, Control of Nonconforming Product
- e. GPG 6400.1, Handling, Storage, Packaging, Marking, Preservation, and Transportation

P5. CANCELLATION

None

Procedure

1. DEFINITIONS

- a. Customer-Supplied Product (CSP) - Any materials, parts, fixtures, items or assemblies (including documentation furnished with said articles) that are part of the contract/agreement. Customers include, but are not limited to, GSFC or other NASA organizations, U.S. government agencies, private organizations, contractors, international organizations and universities.
- b. Product Design Lead (PDL) - The manager or leader with overall responsibility for managing the design activity, managing the technical and organizational interfaces identified during design planning, and where required, forming and leading the Product Design Team (PDT). The term refers to flight project managers, mission managers, instrument managers, subsystem technical managers, integrated product development team leaders, lead engineers, etc.

2. IMPLEMENTATION

- 2.1 From applicable customer agreement(s), the PDL shall identify CSP expected for delivery to GSFC and prepare receiving inspection instructions in accordance with GPG 4520.2. At a minimum, CSP shall be inspected for count and condition upon receipt. If the customer agreement(s) provides specific incoming inspection and test instructions, these will be incorporated into applicable receiving inspection and test instructions.
- 2.2 Upon receipt at GSFC, CSP shall be identified as such on the Work Order Authorization (WOA) form or equivalent (see GPG 5330.3) and inspected per the applicable instruction (see 2.1).
- 2.3 Nonconformances will be identified and segregated in accordance with GPG 5340.2 and referred by the PDL to the customer for disposition instructions.
- 2.4 When CSP has completed incoming inspection and test it shall be released to the PDL for accomplishment of any customer-provided repair/rework instructions and continuation of planned processing.
- 2.5 Rework or repair of CSP shall be performed only when authorized and as instructed by the customer.
- 2.6 Damage to or malfunction of CSP during GSFC processing will be documented and handled as nonconforming material per GPG 5340.2 and referred by the PDL to the customer for disposition instructions.
- 2.7 Handling and storage of CSP, including the identification of any specific customer storage or storage maintenance requirements shall be accomplished in accordance with GPG 6400.1.

3. RECORDS

Work Order Authorization or equivalent

CONTROL OF CSP FLOWCHART

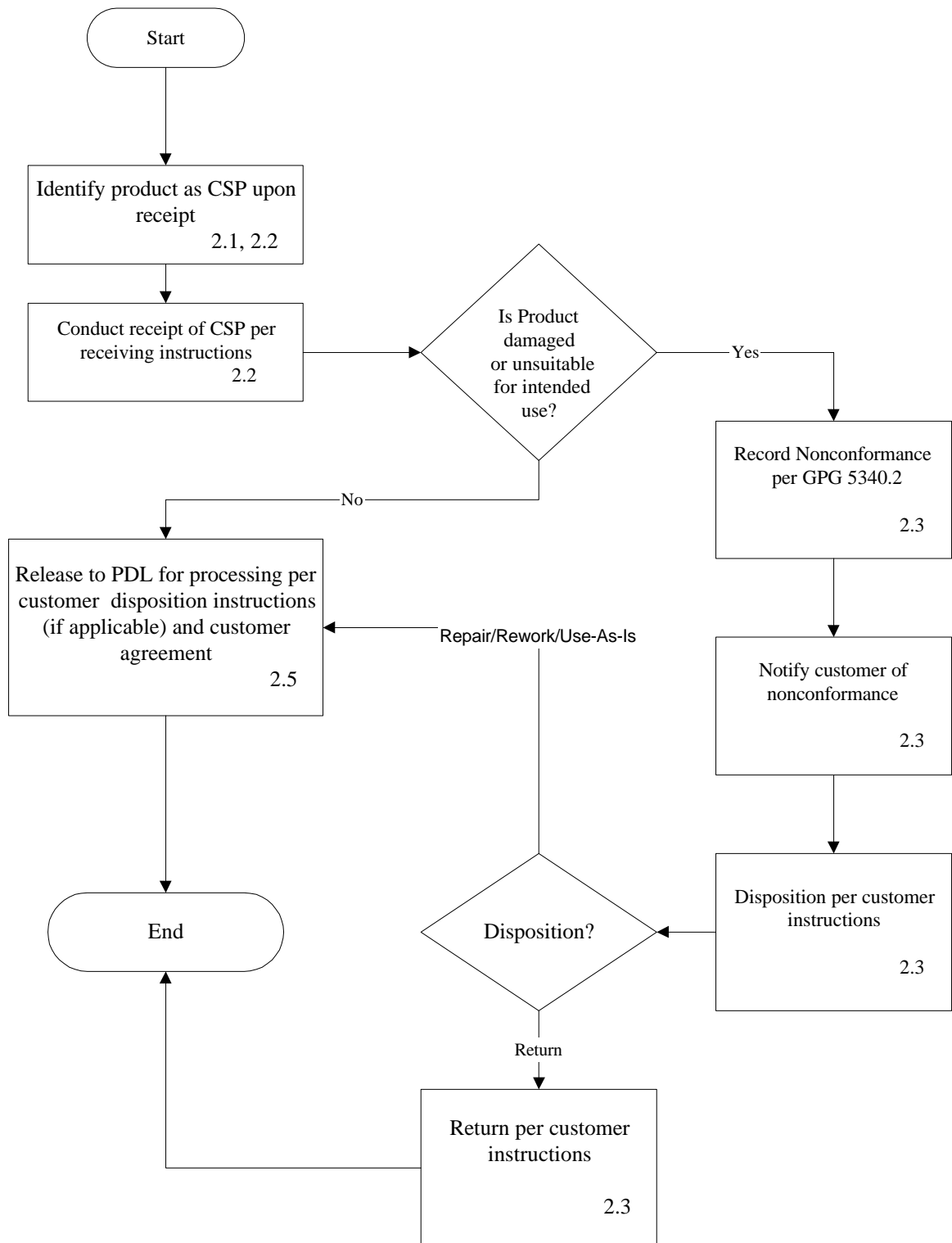


Figure 1